

Date Fields for Workday, March 26, 2014

Workday Field	Previous State Field	Use
Hire Date	<u>Entry On Duty (EOD) Date</u> <i>MS-310 Field 28</i> Date 1 st employed (Could be the same as Appointment Date)	Date of first hire, does not change. Contractual Transfer (HB767/SB172): Date of 1 st continuous contract in same principal department.
Original Hire Date	<ul style="list-style-type: none"> • <u>Entry On Duty (EOD) Date</u> or • <u>Adjusted Entry On Duty (EOD) Date</u> or • date of last hire event if beyond 3 years 	Will be a new date when a former employee is rehired. Contractual Transfer (HB767/SB172): Date of 1 st continuous contract in same principal department.
Continuous Service Date	<ul style="list-style-type: none"> • Entry On Duty Date (EOD) or • Could be an <i>Adjusted</i> Entry On Duty (EOD) Date 	Adjusted for breaks in service when an employee leaves and returns; used to calculate “length of service” in Workday; represents “total State service”. Contractual Transfer (HB767/SB172): Date of 1 st continuous contract in same principal department .
Company Service Date	<u>Increment Date</u> (1/1/Year or 7/1/Year); <i>MS-310 Fields 26 and 27</i> Will be derived by review of Hire Date, Original Hire Date, and Continuous Service Date in Workday (manually)	Date that is the assigned increment month and year. Contractual Transfer (HB767): Date of 1 st continuous contract in same principal department. Contractual Selection (SB172): Appointment date – date placed in regular position.
Time Off Service Date	<ul style="list-style-type: none"> • <u>Entry On Duty Date (EOD)</u> or Could be an <i>Adjusted</i> Entry On Duty Date (EOD)(same as Continuous Service Date, auto populated) 	Represents “total State service”; Used for leave accrual rate. Contractual Transfer (HB767/SB172): Date of 1 st continuous contract in same principal department.
Conversion Position Start Date found on <i>View Worker History, View Hire Event</i>	<u>Appointment Date</u> , latest hire transaction effective date in MS-310 System Effective date of hire into current service period (Could be the same as Entry On Duty (EOD) Date)	Populates “Time in Position” years, months, days.